

Alternative Education On-site Monitoring Visit Rubric

Reviewer: SF

Date: 2/16/07

Alternative Education Program: 9655-1 Hope Academy
School Corporation: Charter School

Contact Person: Dr. Michelle Thompson
Phone: 317-849-8222

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	UNSATISFACTORY	SATISFACTORY
Corporation and Community Support	<ul style="list-style-type: none">-Board minutes-Letters of support-Joint agreements-Newspaper articles-Advisory Group list	<ul style="list-style-type: none">* Approved by Mayors' office and meeting minutes (1x mo).*Fairbanks Hospital & MSD Lawrence Twn.*Articles in Indpls Monthly & Indpls. STAR*Adv Group list is board that contains community members.		<ul style="list-style-type: none">-Minutes support programming-Positive publicity-Board reflects mission and links to resources in comm.. <p>SATISFACTORY</p>
Alternative Education Components	<ul style="list-style-type: none">-Curriculum-Instructional Methods-Scheduling-Engagement strategies-ISP-Grant application	<ul style="list-style-type: none">*Use approved course titles/descriptions.*Syllabus for each class in binder reflects different methods. Inst. Performance standards set.*Programming aligned with description in grant.*Master schedule provided/trimester.*ISP described (folders).*New program proposal submitted and approved.		<ul style="list-style-type: none">-Curriculum meets standards-Self-paced, accelerated, etc.-Service learning, life skills, community service, behavioral interventions, challenge ed and field trips to meet needs and increase engagement.-Expanded ISP with annual review tied to recovery goals-Continuous Learning Portfolio and student led conferences .-Program description meets description in application

				SATISFACTORY
Small positive learning environment for students/staff	-Staff & Student roster - Prof. development plan - School Improvement Plan - Advisor/Advisee programming Staff meeting agenda	*Rosters provided. *Professional Dev. Plan provided and described that was targeted to meet needs of students. Rec'd \$ from IDOE for prof. development. *		-T-S ratio at or <1:15 -Prof dev plan -School Improvement Plan -Advisor/Advisee/community meetings each Friday. SATISFACTORY

On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Programs receiving a "U" in any component will be required to address deficiencies.

COMPONENT	DATE REVIEWED	S	U	REVIEWER COMMENTS
Programming matches description in grant application.	2/16/07	X		Programming occurs as presented in grant and involves individualization and finding options that work for the students such as allowing some use of PLATO or virtual classes. Strong therapeutic component for students that relapse and to keep them in a recovery mode by teaching self-management.
Students appear engaged.	2/16/07	X		Students on task and open to discussion. Students interacted as a class but also had access to technology in each room. Level system in place. Recovery Committee of students.
Location supports a positive learning environment.	2/16/07	X		Location is in a separate modular building with new permanent building under construction. Classrooms ok but cold and small. General satisfaction expressed with the program by both students and staff.

				Recycling project and students do 40 hours community service a year.
Teachers appear knowledgeable and caring.	2/16/07	X		Observed LA and Econ classes. Teachers worked well with students and were able to share alternative strategies. Lots of small group activities observed.

Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	DOCUMENTATION REQUESTED	DATE REQUESTED	DATE RECEIVED	C	N-C
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	Handbook provided Criteria appropriate and clear.		2/16/07	X	
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Pay stub, Board minutes, Documentation from HR dept. -HQ document	Each teacher licensed for content area. Supervised by mayors office.		2/16/07	X	
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	Location approved through charter process and documents overseen by mayors office.		2/16/07	X	
Financial viability	-Other Grants applied for/received -Description of how last alt ed	Get federal charter school grant for planning and implementation.		2/16/07	X	

	distribution funds were spent -Description of corporation 1/3 match.	Funding from Fairbanks and access to their building. Get ADM and have a CELL grant and grant from Gannett for operations.				
2 Hour Session/ School Day	-School schedule -# reported for Shortened School Day	Students attend all day.		2/16/07	X	

Comments: Program uses NWEA to track academic growth. They work especially on self-management skills and are collaborating with Sig Zielke, clinical psychologist, for services for students. Exploring collaboration with Ivy Tech and have applied for additional grants from Sports Corp. and the Lacey Foundation.